

ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION

POSITION TITLE: INSTRUCTIONAL ASSISTANT

POSITION LOCATION: Statewide

MINIMUM QUALIFICATIONS:

- Associate's (or higher) degree or completion of two years (60 semester credit hours) of study at an institution of higher education OR the successful completion of an Arizona Department of Education approved Academic Assessment Test.
- Sign Language skills or willingness to learn if working with hearing impaired children.
- Skill in Braille or willingness to learn if working with visually impaired children.
- Interest in working with sensory impaired children.
- Independent means of transportation.
- CPR/First Aid certification within three months of hire.
- Required to pass a background and fingerprint check.

MAJOR DUTIES AND RESPONSIBILITIES:

- Implement learning activities planned by certified staff.
- Observe and record student behavior and assist instructional staff in behavior management.
- Tutor individuals and work with small groups of students.
- Adapt educational curriculum.
- Supervise students in regularly scheduled activities and special events.
- Assist in preparation of materials.
- Conduct puretone and impedance screenings.
- Assist in preparation of materials.
- Reinforce basic mobility skills.
- Attend meetings to discuss problems, methods, and assignments.
- Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively, knowledge of behavior management techniques, ability to complete CPR, First Aid and CIT certification in 90 days, time management skills and knowledge of ASDB policies and procedures. Ability to work with minimal supervision.